

POSITION DESCRIPTION
Budget Analyst
GS-0560-12

I. INTRODUCTION

This position is located in the U.S. Department of Education in the office of the General Manager, Students Channel, Office of Student Financial Assistance. The Students Channel provides best in business services to potential and current borrowers and aid recipients and delivers a range of services that heighten students' and parents' awareness and understanding of options to finance their education.

The incumbent performs a specified portion or portions of the full range of budget analysis assignments.

II. MAJOR DUTIES AND RESPONSIBILITIES

Performs a variety of budget analysis functions in assigned areas. Work may be performed in any segment of the normal range of budget administration work performed by the organization including budget formulation, budget presentation-enactment, or budget execution.

Duties typically performed include the following: assisting in the preparation of budget estimates and justifications; interpreting OMB directives and circulars; providing information and advice to program managers; reviewing and editing POC and office budget submissions for reasonableness, accuracy, and conformance with procedures and guidelines; negotiating budget funding amounts, timing, and changes with program managers; monitoring budget; recommending reprogramming of funds as needed.

III. FACTORS

Factor 1 - Knowledge Required by the Position

FL 1-7 1250 points

Comprehensive knowledge of Departmental and Federal budget processes, policies, procedures, and regulations to assure that budget estimates, projections, and submissions conform to requirements, guidelines, and financial objectives.

Detailed knowledge of assigned organization and programs to analyze and evaluate the effects of continuing changes in program plans and funding on the on the accomplishment of the organization's budget and program goals and objectives.

Skill in the identification, analysis, and resolution of a range of budgetary problems to develop alternative solutions involving the resolution of conflicting goals and objectives.

Knowledge of accounting systems in order to locate and analyze data and prepare reports for substantive programs.

Factor 2 - Supervisory Controls

FL 2-4 450 points

Independently plans, schedules, coordinates, carries out, and evaluates the work. Completed work is reviewed for effectiveness in meeting budgetary and program objectives and deadlines and consistency of budgetary actions and recommendations.

Factor 3 - Guidelines

FL 3-4 450 points

Guidelines regularly used include broad budgetary guidance such as Departmental and OMB directives, regulations, legislation, broad program goals and objectives. The incumbent exercises a high degree of initiative and judgment in interpreting, applying, and developing new guidelines and principles to administration of assigned budgetary functions. The incumbent recommends changes to agency budget policies and/or legislation affecting program funding.

Factor 4. Complexity

FL 4-4 225 points

The work involves complex and varied duties in the budget process including: preparing detailed budget estimates, justifications and budget execution plans; compiling cost figures; monitoring the rates of obligations and expenditure of funds; filling out a variety of unrelated budget forms, documents, and reports; providing advice and recommendations to managers. Assignments are of more than average difficulty and involve the consideration of legal and regulatory constraints, methods for obtaining and distributing funds, proposed uses of requested funds, cyclical time frames and deadlines, and alternative means of accomplishing budgetary and program objectives. Work often involves making decisions and recommendations concerning the technical treatment of budgetary data under conditions of high uncertainty and time pressure.

Factor 5 - Scope and Effect

FL 5-4 225 points

The purpose of the work is to support assigned programs in the long-range management of financial resources. This involves planning for the acquisition and use of funds, assisting organizations in understanding and following budgetary guidance, ensuring compliance of budgetary operations with POC and Departmental policy. Decisions made concerning the technical treatment of budget estimates support the timely achievement of the budgetary and program goals of the Department.

Factor 6 - Personal Contacts

FL 6-3 60 points

Contacts are with program managers, top officials of the organization, and such individuals from outside the organization who represent the budget and program interests of other Federal agencies, contractors, and private sector entities. Contacts normally take place at formal budget briefings, or negotiations.

Factor 7 - Purpose of Contacts

FL 7-3 120 points

Contacts are made to persuade managers and officials with differing goals and objectives to accept and approve recommended funding requests, budgetary actions, and estimates. Contacts are also made to resolve budgetary issues and problems and to brief officials of the current status of agency programs. Contacts with persons outside the Department are to exchange information and to obtain data needed to compile, monitor, or adjust the organization's budget. Actively participates in reviews of the budget on behalf of the Department's program and budgetary policies.

Factor 8 - Physical Demands

FL 8-1 5 points

The work is sedentary.

Factor 9 - Work Environment

FL 9-1 5 points

The work is normally performed in an office setting.

TOTAL POINTS – 2790 points

IV. UNIQUE POSITION REQUIREMENTS

This unit is responsible for the Student Channel budget cycle including formulation, analysis, tracking, and reporting of all Student Channel finances including the discretionary budget and all contracts under the auspices of the Student Channel. This unit is responsible for ensuring rigor, discipline, and quality control within the Students Channel budget process, coordinating with SFA CFO as needed.

- Reports to the Director of Administrative Services within the Students Channel
- Work with CFO on required policies and procedures
- Knowledge and experience with budget planning process with Acquisitions & Contracts Performance Office
- Work with Channel COTRs for support
- Knowledge of experience with performance management, budget formulation, budget execution, S&E Budget Tracking, Cost/Benefit Analysis
- Ability to serve as back-up representative for IT IRB and DSG if necessary
- Ability to help with Channel COTRs for support
- Serve as Contracts Coordinator